



Recruitment Management System (RMS) Upgrade Update

RMS HR Users,

This update includes information on the following topic:

- ☒ Report Builder Resources and Overview Session

Report Builder is a strategic tool in the RMS that allows users to build their own reports based on provided templates. This feature is available in the Admin -> Data Management -> Report Builder menu. Some of the benefits of Report Builder include the ability to:

- Create new reports and access previously saved reports.
- Preview reports with real data as they are being built.
- Add and change report columns.
- Filter data by dates and other data types.
- Export the report data as a CSV file for use in Excel.

NOTE: Data in Report Builder is refreshed from the live system nightly – if you make a change today, it will show up in the Report Builder data set the next day.

There are several resources available to help users understand how to use Report Builder. These include a [Quick Start Guide](#) or an **Overview Session on Report Builder** presented by DHRM. The **Overview Session on Report Builder** will be held on Thursday, June 25th at the Westmoreland facilities of the Tax department (off Broad Street at 1957 Westmoreland St.). You can sign up for the one-hour overview session by sending an email to jeff.presseau@dhrm.virginia.gov

Please continue to submit questions and suggestions to rmsinquiry@dhrm.virginia.gov. We will respond to your email as soon as possible. Thank you for your patience.